15th November 2019

Dear Parent/Carer

RE: Sixth Form Expectations 2019

Students continue to make productive use of their time, and it is great to read so many positive comments about students’ contributions to their learning at Norwood. All students have been directed to our Student Handbook in order to understand our rules and expectations, and the importance of demonstrating respect, integrity and courtesy in their interactions with others. You are welcome to view this in the Sixth Form section of the website. We are also incredibly proud of students’ smart appearance and would ask you to support us in ensuring your child maintains this over the course of the school year.

However, as we begin to wind up to the end of the calendar year, I would like to draw your attention to a number of aspects of school life:

Dress Code

As the weather changes, I would like to remind you of our expectations:

- Hoodies are not permitted and should not be brought into the school site, or worn to and from school.
- Coats should not be worn in lessons.
- Hoods on coats are only to be worn outside and during inclement weather. They should not be worn at any other time.
- Balaclavas, du-rags and facemasks are not permitted.

Attendance and Punctuality

We expect students to maintain excellent attendance and punctuality. Students should be in school every day by 8.25am in order to register at 8.40am. In most situations, if a student leaves home just 15 minutes earlier, they would arrive on time. We recognise that in the local area there are often roadworks and maintenance that take place, causing congestion and delay, however, students must take responsibility for their travel to school and allow for extra time in order to manage these challenges. At the moment there are major works taking place on Norwood Road affecting travel from Brixton and local roads, as well as temporary traffic lights on other routes to the school. We closely monitor students’ punctuality. We are required to refer to a student’s punctuality in academic references for colleges and universities, as well as sharing this information with employers; students must be aware that their punctuality now will remain on their school record. Being punctual is a very basic life skill, and lateness is not acceptable in any setting. Now your child is becoming a young adult we would expect them to take increasing responsibility for their punctuality and arrival to school, but please support them in managing their time in the morning and ensuring they leave home with plenty of time to get to school.
If there is a concern about a student’s attendance or punctuality, the school will follow Lambeth’s guidance and issue standard letters and warnings. This is in line with Lambeth policy.

May I remind you that students are **not** expected to stay after 3pm unless they are working with members of staff, in a club or intervention session. All students must go home, the school remains open until 5:30pm, after which all are expected to leave. Students are not expected to remain to socialise.

**After School Detentions**

As you are aware, students may be kept back after school for a detention if they have not met our expectations as a school. We have a number of systems in place in order to ensure the school day is not affected by students’ poor behaviour or behaviour that negatively impacts learning. As well as detentions class teachers or faculties might issue, we also have whole-school detentions. These include:

- a daily Late Detention for students who are late to school that day (we are mindful of local issues that might affect travel and adjust these accordingly)
- a tutor report to track student’s attendance and punctuality if this becomes a concern

If students fail to attend detentions, they will be given an extended Senior Leadership Team Detention on a Friday for two hours, and if this is not attended, further sanctions will be applied alongside a tutor report.

**Emotional Health and Well-Being**

If you or your child are concerned about bullying, we have introduced a section on our website where a concern can be reported about a student at Norwood. This form is confidential and can be completed anonymously. Any entry on here will be dealt with seriously and sensitively, and should be used appropriately. As always, if there is a concern about a child in danger or immediate harm, the police should be contacted. The ‘Report Bullying’ facility on the school's website is in the ‘Parents' section, under ‘Behaviour and Safety’.

Whilst we will signpost students and their families to external agencies, you can access additional support for your child at the Well Centre in Streatham. The Well Centre is a youth health centre where a young person can see a youth worker, counsellor or doctor to discuss health concerns or worries in a safe and confidential space. Details of this service can be found at [www.thewellcentre.org](http://www.thewellcentre.org)

Students can also use the ‘ChatHealth’ service for confidential advice and support on 07507332150. ChatHealth is a messaging service for young people to get confidential advice about health related issues. It’s for young people attending school or living in Lambeth and Southwark aged 11-19 years. Details of this service can be found at [www.evelinalondon.nhs.uk/chathealth](http://www.evelinalondon.nhs.uk/chathealth)

There is also [www.kooth.com](http://www.kooth.com) offering free, safe and anonymous online counselling support for young people. This service is accredited by the British Association for Counselling and Psychotherapy and the NHS.
Please be aware that as a school we will deal with issues affecting our students when they are inside school. If serious incidents take place outside school, it is important that they are reported to the police. We work closely with our Safer Schools Officer regarding issues outside school. Please be advised that the police non-emergency number (101) is the number to call when you want to contact your local police. You should call 101 to report crime and other concerns that do not require an emergency response. You should always call 999 when it is an emergency, such as when a crime is in progress, someone suspected of a crime is nearby, when there is danger to life or when violence is being used or threatened.

**Study Support Services**

Our programme to support students with their study skills and self-management has started in earnest. Subject teachers have referred those students who are struggling to manage their independent learning to the Study Zone and they are expected to attend and complete specific tasks. The programme also helps students to work study skills, time management and a variety of careers advice and guidance. Our Study Support manager is Judy Riddell who has a wealth of experience in working with our students for many years. Students who are referred to Study Support MUST continue on the programme and “check-in” regularly with the subject over the term.

Please don’t hesitate to contact the Sixth Form team for any further advice or guidance regarding this service – please see the Student handbook for contact details (last page)

**Use of Mobile Phones and Social Media**

We continue to be concerned as a school about students’ use of social media and their mobile phones. In an attempt to ensure that everyone feels safe, when your child joined Norwood we provided you with information regarding social media. The dangers of the use of certain websites and phone applications as part of our ICT Safer Use Contract (E-Safety Advice and Rules for Responsible ICT, Data Use and Mobile Phones) and continue to reinforce these messages in assemblies and form time.

Students are allowed to use their devices in Sixth Form areas, but nowhere else in the school. The same rule applies to headphones, earbuds and making calls as well as using the phone for music or other applications. If you want to view our Smartphone Policy please let me know – All students have signed this at enrolment.

We want your child to be safe and ask for your support in ensuring they are using their mobile phone appropriately. Recently I have discussed with both year groups the importance of using their phones as a tool for learning rather than a TV or games console.

We observe many students using their phones to waste time and they can be a genuine distraction. We discussed the need to take a disciplined approach to their use, and shared some simple advice; turn phones to flight mode when studying, turn the phone to silent and put it upside down to avoid distraction. If you would like further advice, please click here. ([https://www.helpguide.org/articles/addictions/smartphone-addiction.htm](https://www.helpguide.org/articles/addictions/smartphone-addiction.htm))
Whilst we want to students to become good self-managers there are parental controls that can be applied to your child’s smart phone or if you have a concern about a social network your child uses, with expert advisors to help. Please call 08088005002. In addition to this, the ‘Think U Know’ website also provides helpful guidance and support to parents (www.thinkuknow.co.uk/parents).

Communication

Finally, if you wish to speak to a member of staff at the school, please be advised that they will not always be able to respond to your request immediately or meet with you if you come to the school requesting an impromptu meeting. All staff at the school have a number of commitments within their roles that mean they are unable to see parents or carers without prior arrangement. We ask visitors to the school to complete a form in Reception, where you can leave a particular message for a member of staff or request to make an appointment; staff will then do their best to accommodate any requests.

Please be aware that whilst we recognise that parents or carers visiting, phoning, or emailing the school can become emotional when addressing concerns related to their child, staff will not engage in or continue to communicate if parents or carers present as abusive, aggressive or accusatory.

If you wish to request absence for holiday this must be done via email/letter to the Headteacher.

All students should be in the habit of accessing their school email daily, as there are many opportunities and messages that are sent to both year groups. We ask that all students email staff if they are absent to catch up with work.

Please encourage your son/daughter to check their emails regularly as this is good preparation adult life and helps them to manage an ever increasing workload.

We put great emphasis on the role of the Form Tutor at Norwood. They are the main point of contact for a student and their family, and we would encourage parents and carers to liaise with Form Tutors regarding any concerns they might have in relation to their child. This might include issues relating to attendance and punctuality, their academic progress and achievement, as well as their emotional health and well-being.

If there are specific queries or concerns in relation to a subject, these should be communicated to the subject teacher in the first instance and then the Head of Department or Faculty. Contact information can be found in the Contact Us section on the school's website.

Thank you for taking the time to read this email. Please discuss its contents with your child.

Thank you for your continued support.

Yours faithfully

Mr Cox
Associate Assistant Headteacher (VIth Form)